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Executive Registry

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1964

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Director of Budget, Program Analysis  
and Manpower

SUBJECT : Recruitment - ORR, OCR and OCI

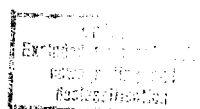
REFERENCE : Memorandum for Executive Director-  
Comptroller from Chief, Administrative  
Staff, O/DD/I, Subject: Personnel Analyses  
of ORR, OCR and OCI, 25 September 1964,  
with attachments A through F.

1. The attached documents represent a statistical quantification of the professional personnel on-duty and recruitment relationships existing in the Offices of Research and Reports, Central Reference and Current Intelligence. The conclusion reached is that unless each of these three offices is granted individual authority by the Executive Director-Comptroller to delay reductions in on-duty strength levels through over-recruitment of professional personnel during the remainder of FY 1965, an unacceptable gap between on-duty and authorized strength will develop by next June.

2. Apparently the purpose of this study is to establish absolute recruitment parameters for each of these three offices. If this were approved it would result in limitations on the authority and responsibility of the Director of Personnel for the coordination of recruitment against approved personnel requirements.

3. On the surface one of the weaknesses in the paper is its focus upon achieving authorized FY 1965 strength levels by 30 June 1965. On 1 July 1965, however, FY 1966 strength levels will be in effect and in each case these are lower than 1965 levels.

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On the other hand it makes good management sense to program reductions in an orderly fashion and to attempt to achieve these goals with as little disruption in production as possible.

4. There can be little argument with the conclusions of the study which indicate that a recruitment problem exists in the Intelligence Directorate and that a planned program for resolving these problems must be implemented. The scope of action set forth in the recommendations is, however, too broad if we actually intend to utilize "ceiling" as an effective manpower control device. The approval of these recommendations would constitute both an unnecessary commitment by the Executive Director-Comptroller to a pre-conceived statistical course of action and a serious dilution of the Director of Personnel's authority to coordinate the balancing of recruitment against losses and authorized strength.

5. It is my recommendation that the Executive Director-Comptroller reaffirm the policy that ceiling is a maximum level of authorized employment; however, in view of the need for seasonal adjustments in recruitment and entrance-on-duty, the responsibility for coordinating the solution to the problems posed by the DD/I should be placed directly upon the Office of Personnel. The Executive Director-Comptroller should not approve the specific recommendations contained in the DD/I proposals since such action might unnecessarily restrict the Agency's future flexibility to adjust and balance recruitment against authorized strength. Attached is a suggested reply to the Deputy Director for Intelligence.



25X1

Chief, Manpower Control Staff  
BPAM

**Attachment**

**CONCUR:** This Office is constantly monitoring the Director of Personnel's attention to this matter of balance. [ ] feels he can stay on top of this and build backbone into the O/Pers overview. 25X1

(signed) John M. Clarke  
Director of Budget, Program Analysis and Manpower      Date

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